



## DUTY STATEMENT

<b>Classification:</b> Senior Environmental Scientist (Supervisory)		<b>Position Number:</b> 895-0764-001
<b>Division/Office/Section:</b> WPCMD/PAB/Training and Assistance Section/LEA Support Services Unit		
<b>Location:</b> 1001 I Street, Sacramento	<b>Effective Date:</b> 08/01/2014	
<b>Employee's Name:</b>	<b>Supervision Exercised:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Supervisor's Name:</b> Robert Holmes		
<b>Collective Bargaining Identifier (CBID):</b> S 10		

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and, adhere to department policies and procedures regarding attendance, leave, and conduct.

### POSITION DESCRIPTION:

Under the general supervision of the Environmental Program Manager I (Supervisory) for the Training and Assistance Section, the incumbent will apply principles of scientific research, chemical, biological, physical and environmental sciences, environmental characteristics of waste materials and solid waste facilities and systems, and supervise and direct the work of professional or technical staff within the LEA Support Services Unit. The incumbent is responsible for staff development, performance evaluation, program budgeting, work force planning and other related work. The LEA Support Services Unit is responsible for coordinating and facilitating the development, implementation and analysis of training events and special assistance to meet the needs of local enforcement agencies (LEA) and tire enforcement agencies (TEA) as well as involve industry.

### ESSENTIAL FUNCTIONS

- 40% **Cal/Recycle LEA Training Program:** Design, implement and evaluate current training program to identify needs of client groups. Analyze program effectiveness, adjust program as needed. Provide nexus for LEAs and other clients with Division staff programs as related to training and outreach. Confer with CalRecycle staff, management, local government officials, industry representatives, interested groups and the general public on issues relating to training. Serve as main contact for providing framework for training modules. Develop and implement a marketing plan for the entire training program.
- 30% **Supervision:** Supervise, organize, and direct staff activities including time allocation, travel and training. Develop work plans to direct the staff activities towards the accomplishment of Branch goals and objectives. Mentor and develop staff to achieve work-related and individual goals. Establish clear expectations for staff within the Unit, monitor progress and provide feedback.
- 15% **Management:** Develop workplans to direct the activities of staff towards the accomplishment of Branch goals and objectives. Monitor and operate within the established Branch budget. Participate in management activities for planning, team building and training. Maintain personal training to keep abreast of solid waste management technology and supervisory techniques. Follow State administrative practices for contracting, purchasing and other processes and develops and maintains all internal branch procedures. Implement a budget plan (including contract development and management).
- 10% **Review and Oversight:** Review and edit all written reports, memorandums, contracts, surveys, mail-outs and correspondence prior to submittal to the Section Manager.

### MARGINAL FUNCTIONS

- 5% **Special Projects:** Manage or lead special projects as required.